

PT. REKAYASA INDUSTRI



WORK INSTRUCTION (For User)

EDOCS

Electronic Document Control System

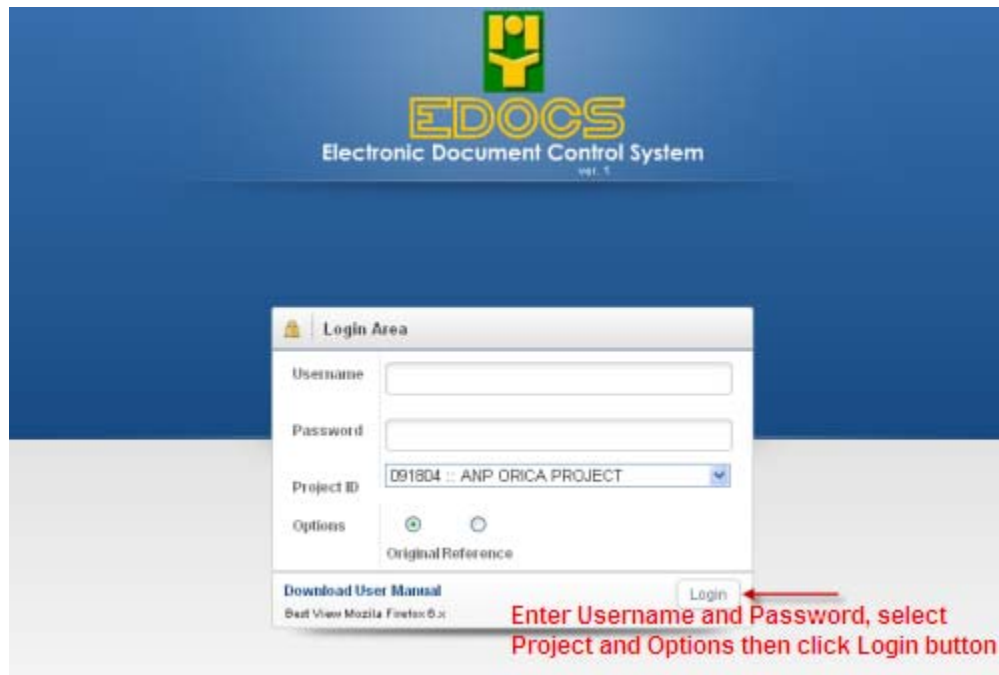
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1. Login

The steps to operate EDOCS (Electronic Document Control System) are as follows:

- ❖ Activate Your browser i.e. Mozilla Firefox or Internet Explorer (prefer Firefox)
- ❖ Type the following address <http://edocs.rekayasa.co.id>
- ❖ Here is the first page :



The screenshot shows the EDOCS (Electronic Document Control System) login interface. At the top, there is a logo with a stylized figure and the text "EDOCS Electronic Document Control System ver. 1.0". Below the logo is a "Login Area" form. The form contains fields for "Username", "Password", and "Project ID". The "Project ID" field is a dropdown menu showing "091804 :: ANP ORICA PROJECT". There are also "Options" and "Original Reference" buttons. At the bottom of the form is a "Login" button. A red arrow points to the "Login" button with the text "Enter Username and Password, select Project and Options then click Login button".

Figure 1.1

2. Project Scenario

Project Scenario Menu is to create and view Project data, managing user permission and document numbering of the project, the following are the steps:

2.1 Project Info

Project Info Menu is to view, create and deleting project data. The following are the steps:

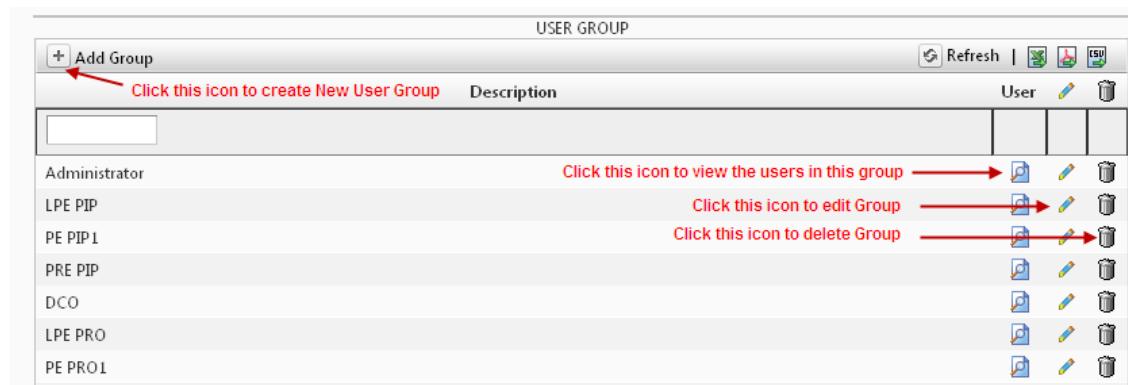


Project ID	Project Name	Owner	Delete
091804	ANP ORICA PROJECT	KALTIM NITRATE INDONESIA, PT	X
101214	PLTU RIAU		X
111511	EPC 5 MCL CEPU		X
111608	EPC3 BANYU URIP		X
111709	SAMUR		X
118709	SWS PLANT		X

Figure 2.1

2.2 Project Team

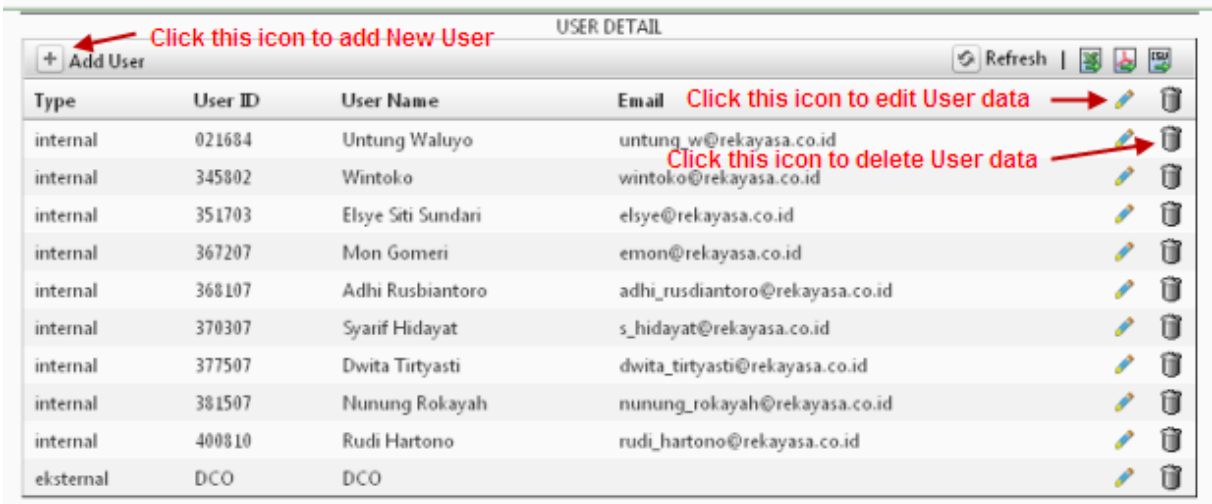
Project Team Menu is to view, to create, to edit and to delete user data. The following are the steps:



Description	User	View	Edit	Delete
Administrator		X	X	X
LPE PIP		X	X	X
PE PIP1		X	X	X
PRE PIP		X	X	X
DCO		X	X	X
LPE PRO		X	X	X
PE PRO1		X	X	X

Figure 2.2

Here is the figure of the User menu:



The screenshot shows a web interface titled "USER DETAIL". At the top left, there is a button with a plus icon and the text "Add User", with a red arrow pointing to it and the text "Click this icon to add New User". To the right of this button are icons for "Refresh", a printer, and a download. Below these is a table with four columns: "Type", "User ID", "User Name", and "Email". Each row in the table has two icons on the right: a pencil icon for editing and a trash can icon for deleting. Red arrows point to these icons with the text "Click this icon to edit User data" and "Click this icon to delete User data".

Type	User ID	User Name	Email
internal	021684	Untung Waluyo	untung_w@rekayasa.co.id
internal	345802	Wintoko	wintoko@rekayasa.co.id
internal	351703	Elsye Siti Sundari	elsye@rekayasa.co.id
internal	367207	Mon Gomeri	emon@rekayasa.co.id
internal	368107	Adhi Rusbiantoro	adhi_rusdiantoro@rekayasa.co.id
internal	370307	Syarif Hidayat	s_hidayat@rekayasa.co.id
internal	377507	Dwita Tirtyasti	dwita_tirtyasti@rekayasa.co.id
internal	381507	Nunung Rokayah	nunung_rokayah@rekayasa.co.id
internal	400810	Rudi Hartono	rudi_hartono@rekayasa.co.id
eksternal	DCO	DCO	

Figure 2.3

2.3 User Permissions

User Permission Menu is to control User Permission accessing the existing menu in EDOCS. The following are the steps:

User Group Select User Group here

LPE PIP

Refresh

MENU ID	MENU TEXT	MENU GROUP	VIEW	INSERT	UPDATE	DELETE
1	Home		☐	☐	☐	☐
2	Proj. Info	Proj. Scenario	☒	☐	☐	☐
3	Proj. Scenario		☒	☐	☐	☐
4	Doc. Numbering	Proj. Scenario	☒	☐	☐	☐
5	User Permissions	Proj. Scenario	☒	☐	☐	☐
6	Proj. Team	Proj. Scenario	☒	☐	☐	☐
7	Doc. Registering		☒	☐	☐	☐
8	Work Flow	Doc. Routing	☒	☐	☐	☐
9	Report	Doc. Registering	☒	☒	☒	☒
10	Upload	Doc. Registering	☒	☒	☒	☒
11	Auto Numbering	Proj. Scenario	☐	☐	☐	☐
12	Browse	Doc. Registering	☒	☒	☒	☒
13	New	Doc. Registering	☒	☒	☒	☒
14	Work Order	Doc. Routing	☒	☐	☐	☐
15	Doc. Monitoring		☒	☐	☐	☐
16	My Tasks		☒	☐	☐	☐
17	Doc. Routing		☒	☐	☐	☐
18	Portal		☐	☐	☐	☐
19	Change Password		☐	☐	☐	☐
99	Logout		☐	☐	☐	☐

Save Set the User Permission, then click Save button to save the changes

Figure 2.4

2.4 Document Numbering

Document Numbering Menu is to control Document Numbering according to Document Numbering Procedure.

The steps to control Document Numbering are as follows:

1. Input appendix data sequentially according to Document Numbering Procedure in each project.

The rules are as follows:

- Minimum sequence number is 6 and the maximum is 10.
- Caption "Project Symbol" must be input as "Appendix-P"
- Caption "Sequence" is input as the sequence
- "Seq-Digit" is to determine digit of sequence (example : 000 become 0001)
- Caption besides "Sequence", "Project Symbol" and "Seq-Digit" can be input with any format.

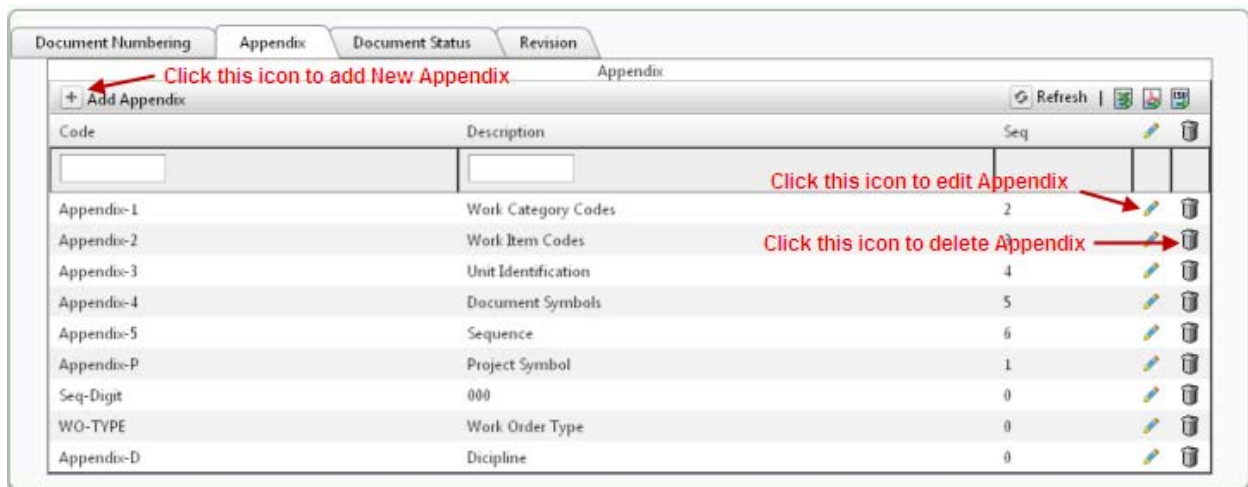


Figure 2.5

2. Input data reference of each appendix which has been set.



Figure 2.6

Input document status data as the following figure:

Document Numbering Appendix Document Status Revision			
Document Status			
Click this icon to add New Doc. Status + Add Document Status Refresh			
Code	Description	Seq	
APP	Approved		Click this icon to edit Doc. Status data →
AWC	Approval With Comment		Click this icon to delete Doc. Status data →
IFA	Issued For Approval	3	
IFC	Issued For Construction	4	
IFI	Issued For Information	5	
IFR	Issued For Review	6	
NYC	Not Yet Comment	7	
RJT	Rejected	8	

Figure 2.7

3. Input revision data as the following figure :

Document Numbering Appendix Document Status Revision			
Revision			
Click this icon to add New Revision code + Add Revision Refresh			
Revision	Sequence		
0A	1	Click this icon to edit the Revision code →	
0B	2	Click this icon to delete the Revision code →	
0C	3		
0	1		
1	2		
2	3		

Figure 2.8

2.5 Auto Numbering

Auto Numbering Menu is to manage automatic numbering of every document numbering format or to change the last sequence number. This is needed when inputting document is done not sequentially. The following are the steps:

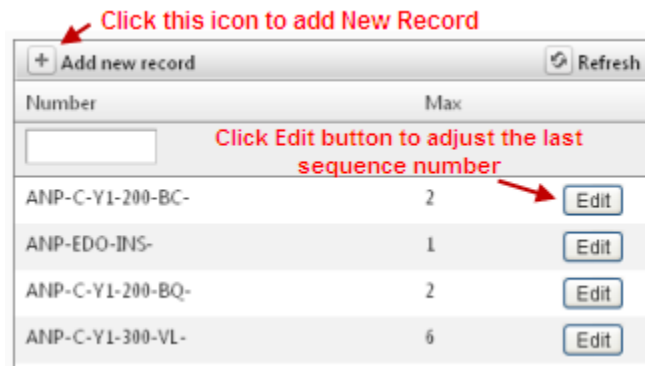


Figure 2.9

3. Document Registering

Document Registering Menu is to create document, uploading file and to view document report. The following are the steps:

3.1 New

Document Registering – New Menu is to create document. The following are the steps:

Work Category Codes : ENGINEERING

Work Item Codes : GENERAL

Unit Identification : GENERAL

Document Symbols : CONSTRUCTION SPECIFICATION

Discipline : Civil

Document Number : ANP-E-C0-000-WS-0002

Reference Number :

Title : CONSTRUCTION SPECIFICATION FOR EARTH WORK

Revision : 0

Size : A4

Unit : SHEET

Quantity : 1

Other Information : Issue Transmittal : EN2450-EPC-RTO-0019 Issue Status : IFA Issue Date : 24/Jun/2009
Return Transmittal : Return Status : --Select-- Return Date :

Files : **Upload Files** Refresh

File Name	Original File Name	Upload Date	Upload By
Order Of Documents : --Select--			
Select File : ☐		Select	x Remove
☐		Select	x Remove
Add Delete			
Click this Upload button to upload the selected file		Upload	Cancel
		Click this Cancel button if You want to cancel the upload	
Order: 1	ANP-E-C0-000-WS-0002-0-1-L.pdf	ANP-E-C0-000-WS-002.pdf	29 Nov 2011 02:28 Djatnika Soehardja
Save		Click this icon to download the uploaded file	

Document Number generated automatically by system based on option selected by user in the dropdownlist above

Select the file You want to upload

Click this icon to download the uploaded file

Complete all the form fields, then click this button to save the data

Figure 3.1

Document can only be revised and published (showed in portal) after the work order is finished and only can be done by the originator (document creator).

3.2 Upload

Document Registering – Upload Menu is to add document data by uploading excel file. It looks as the following picture:

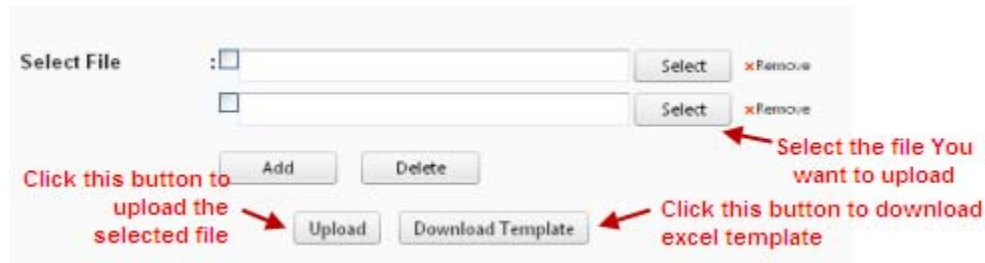


Figure 3.2

3.3 Browse

Document Registering – Browse Menu is to view, changing and deleting document data. It looks as the following picture:

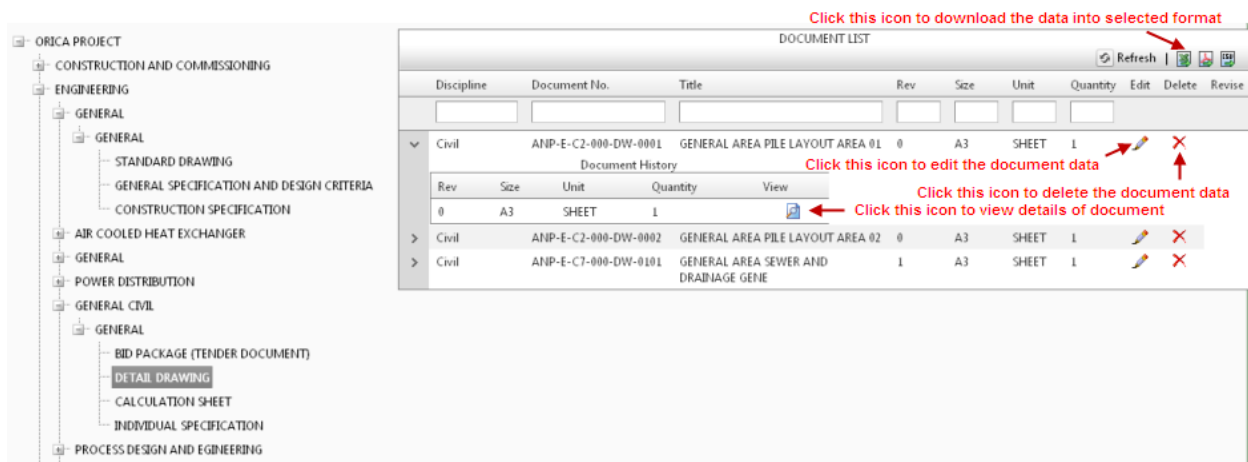


Figure 3.3

3.4 Report

Document Registering – Report Menu is to view document report such as MDR & Summary. It looks as the following picture:



Figure 3.4

4. Document Routing

Document Routing Menu is to create and to control the flow of document. The following are the steps:

4.1 Work Flow

Document Routing–Work Flow Menu is to create Document Workflow template. The following are the steps:

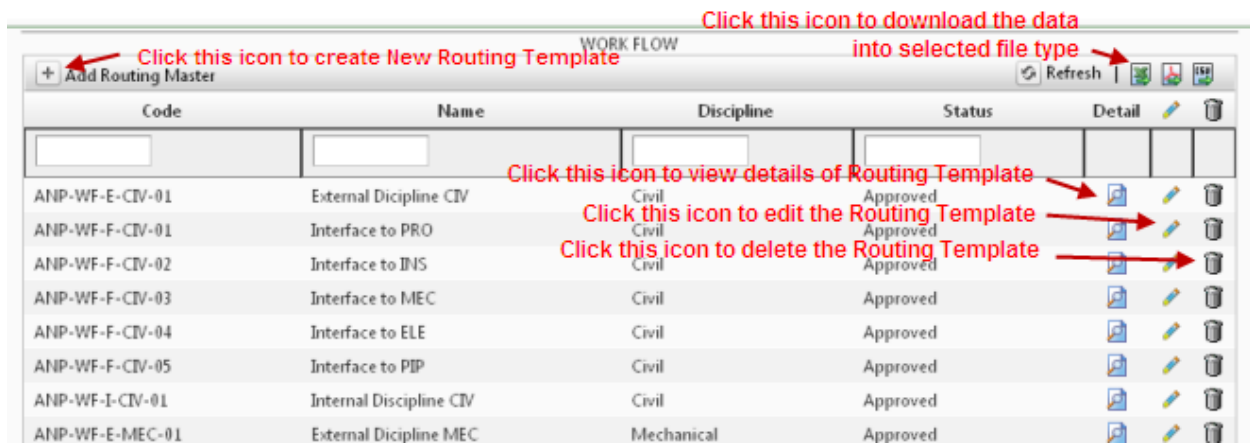


Figure 4.1

The next steps is creating details of document workflow as the following figure:

Click this icon to add New Routing Detail

Work Flow Detail									
Sequence	Task ID	Description	User Name	Group Name	Conditional	Conditional Seq	Duration (Days)	Information	
Code: ANP-WF-E-CIV-01									
1	TEFZ01	PEM : Document info	PEM		No	0	1	False	Click this icon to edit the Routing Detail
2	TEFZ02	PM : Document info	PM		No	0	1	False	
3	TEFZ03	DCO : - Comments check - if any comments ---work order selection - if not comments --- PEM's signature & PM's signature and send document to client	DCO		No	0	1	False	Click this icon to delete the Routing Detail

Figure 4.2

4.2 Work Order

Document Routing–Work Order Menu is to execute document according to the workflow has been made. The following are the steps:

Create Work Order

Click this icon to create New Work Order

Click this icon to download data into a certain file type

Work Order						
ID	Title	Template ID	Document No	Revision	Status	View Delete
ID-WO-E-C-110112-001	WO TO CIVIL	ID-WF-E-C-01	ID-BC-CW-PDSYM-PO-0009	A	Submitted	Click this icon to view detail of Work Order
ID-WO-F-C-100112-001	WO TO INTERFACE	ID-WF-F-C-04	ID-BU-RH-CSPDS-00-0002	A	Submitted	
ID-WO-F-C-100112-002	WO TO MECHANICAL	ID-WF-F-C-03	ID-BC-RH-SPZZZ-C0-0001	B	Not Submitted	
ID-WO-F-C-100112-003	WO TO MECHANICAL	ID-WF-F-C-03	ID-BC-RH-SPZZZ-C0-0001	B	Submitted	
ID-WO-F-P-110112-001	WO TO CIVIL	ID-WF-F-P-01	ID-BC-RH-ECCAL-00-0002	A	Submitted	
ID-WO-I-C-100112-001	WO TO CIVIL	ID-WF-I-C-01	ID-BC-RH-SPZZZ-C0-0001	B	Submitted	
ID-WO-I-C-110112-001	WO TO CIVIL	ID-WF-I-C-01	ID-BC-RH-SPZZZ-C0-0008	B	Submitted	
ID-WO-I-E-110112-001	WO TO ELECTRICAL	ID-WF-I-E-01	ID-BU-RH-CSPDS-00-0001	A	Not Submitted	Click this icon to delete Work Order
ID-WO-O-C-180112-001	WO CCCAL 1	ID-WF-O-C-02	ID-BU-RH-CCCAL-00-0001	A	Submitted	
ID-WO-O-C-270112-001	WORK ORDER DCO MCL TO DCO RH	ID-WF-O-C-01	ID-BC-RH-CCCAL-00-0008	A	Submitted	
ID-WO-O-C-270112-002	TEST	ID-WF-O-C-02	ID-BC-RH-CCCAL-00-0010	A	Submitted	
ID-WO-O-M-260112-001	WORK ORDER MBDES 26/01/2012	ID-WF-O-M-01	ID-BC-CW-PDPID-NR-0001	A	Submitted	

Figure 4.3

Here is the view of making work order:

The screenshot shows a web-based form titled "Create Work Order". The form contains the following fields and values:

- Title:** WO TO CIVIL
- Work Flow Template:** External Dicipline Civil (dropdown menu)
- Description:** DATA SHEET
- Document:** ID-BC-CW-PDSYM-PO-0009 (dropdown menu)
- Schedule Date:** 15/Feb/2012 (calendar icon)
- Calculation Method:** Forwards (Adjust Planned End Date) (dropdown menu)

At the bottom right of the form is a "Save" button. A red arrow points to this button, accompanied by the text: "Complete the data and click this button to Save the data".

Figure 4.4

Calculation Method explanation:

If FORWARDS is selected, selected time is START time of Work Order execution and FINISH time is automatically counted by the system.

If BACKWARDS selected, selected time is FINISH time of Work Order execution and START time is automatically counted by the system.

5. Document Monitoring

Document Monitoring Menu is to view the status of Work Order. Here are details of the explanation:

1. Documents in work order menu flow as the work flow that has been selected before.
2. **Plan Start Date** and **Plan End Date** will be automatically set by the system, according to the setting of each task in work flow.
3. Actual Start Date will be automatically filled in if user clicks the Accept button.
4. Actual End Date will be automatically filled in if user clicks Complete button.
5. Status work order consist of :
 - C - Completed = Document has been done completely.
 - A - Active = Document in progress.
 - I - Inbox = Document incoming but has not been proceed yet.
 - F - Forthcoming = Document that will be incoming.
 - E - Exclude = Document that will not be incoming.

Work Order Status Click this icon to download the data into a certain file type

Refresh   

ID	Document No	Document Title	Revision	Task No	Status	Approver Name	Plan Start Date	Start Date	Plan End Date	End Date
▼ WO: ID-WO-E-C-110112-001										
ID-WO-E-C-110112-001	ID-BC-CW-PDSYM-PO-0009	PIPING AND INSTRUMENTATION DIAGRAM STANDARD LEGENDS & SYMBOLS TYPICAL ELECTRICAL MOTOR INTERFACE	A	TEFZ03	F	Document Control RH	13 Jan 2012 08:00		13 Jan 2012 17:00	
ID-WO-E-C-110112-001	ID-BC-CW-PDSYM-PO-0009	PIPING AND INSTRUMENTATION DIAGRAM STANDARD LEGENDS & SYMBOLS TYPICAL ELECTRICAL MOTOR INTERFACE	A	TEFZ02	F	Project Manager	12 Jan 2012 08:00		12 Jan 2012 17:00	
ID-WO-E-C-110112-001	ID-BC-CW-PDSYM-PO-0009	PIPING AND INSTRUMENTATION DIAGRAM STANDARD LEGENDS & SYMBOLS TYPICAL ELECTRICAL MOTOR INTERFACE	A	TEFZ01	I	Project Engineering Manager	11 Jan 2012 08:00		11 Jan 2012 17:00	
> WO: ID-WO-F-C-100112-001										
> WO: ID-WO-F-C-100112-003										
> WO: ID-WO-F-L-140212-001										
> WO: ID-WO-F-L-140212-002 (Showing 4 of 5 items. Group continues on the next page.)										
*Status : C-Completed, A-Active, I-Inbox, F-Forthcoming, E-Exclude										

Page size: 20 241 items in 13 pages

Figure 5.1

6. My Tasks

My Tasks Menu is to view the status of Work Order. The following are the steps:

Click this icon to download the data into a certain file type

Work Order Tasks				
Title	Due Date	Work Order ID	Work Order Task ID	View
Assigned: Group - Document Control RH				
Status: Forthcoming				
DCO : - Comments check - if any comments ---work order selection - if not comments --- PEM's signature & PM's signature and send document to client	13 Jan 2012 17:00	ID-WO-E-C-110112-001	TEFZ03	
DCO : Work Order Selection	12 Jan 2012 09:00	ID-WO-F-C-100112-001	TFFD13	
Receive Document	04 Feb 2012 17:00	ID-WO-O-C-310112-001	TOC08	
DCO : LPE's signature & PRE's signature, Document distribution	12 Feb 2012 17:00	ID-WO-I-L-060212-001	TJEE16	
DCO : Work Order Selection	25 Jan 2012 17:00	ID-WO-I-C-180112-001	TIFF17	
DCO : LPE's signature & PRE's signature, Document distribution	24 Jan 2012 17:00	ID-WO-I-C-180112-001	TIFF16	

Click this icon to view detail of the task

Figure 6.1

Here is the view of the selected task:

My Tasks

Title : PIPING TO INSTRUMENT
Assigned To : Lead Project Engineer Instrument
Description : LPE-INS : Personal assignment
Start Date : 01 Jan 1900 00:00
Due Date : 14 Feb 2012 17:00
Work Order Task : Inbox
Status :
Work Order ID : ID-WO-F-L-140212-002
Work Order Task ID : TFEB01

Assign to :

Group Name	☐
Project Engineer Instrument1	☐
Project Engineer Instrument2	☐

Document :

Document No.	Title	Rev
ID-BC-RH-LRZZZ-NR-0001	CONCEPTUAL DESIGN CROSSING ROAD	A

Click this button to Accept the document → Accept Back ← Click this button to back to previous page

Figure 6.2

The following is a view of task after accepted:

My Tasks

Title : TEST WORK ORDER

% Complete : % ← Input completion percentage here

Assigned To : Engineer Instrument2

Description : PE-INS2 : Document preparation/review

Start Date : 01 Feb 2012 10:17

Due Date : 03 Feb 2012 17:00

Work Order Task Status : Active

Work Order ID : ANP-WO-HINS-010212-001

Work Order Task ID : TIBB04

Sequence : 3

Conditional : No

Document :

Document No.	Title	Rev	View
ANP-E-J1-200-VL-0001	LWJ-02-EK-PR-003-001	0	

Click this icon to view details of document

Click this button to save the changes

Click Complete button when document is ready to the next Click this button to back to the previous page

Figure 6.3

7. Portal

Portal Menu is to view documents that have been published. The following are the steps:

ORCA PROJECT

- ENGINEERING
 - FIELD INSTRUMENT
 - UTILITIES AND OFF-SITES
 - INDIVIDUAL SPECIFICATION
 - GENERAL
 - GENERAL SPECIFICATION AND DESIGN CRITERIA

Documents Type Document Number to search here

ANP-E-C0-000-GS-0001

Revision

0

Files Click this icon to load the file into the viewer on the right pane

ANP-E-C0-000-GS-0001-0-1-1.pdf 

ANP-E-C0-000-GS-0001-0-1-2.pdf 

Example of the file view

DESIGN SPECIFICATION FOR CIVIL AND STRUCTURAL

REVISION HISTORICAL SHEET

Rev No	Date	Description
0	26 MAY 2009	Issued For Approval
1	2 SEP 2009	Reissued For Approval
2	23 NOV 2009	Issued For Construction
3	12 JAN 2010	Re-Issued For Construction
4	29 JAN 2010	Re-Issued For Construction

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